

**UNITED STATES BANKRUPTCY COURT
DISTRICT OF MAINE**

POSITION ANNOUNCEMENT

**ADMINISTRATIVE ASSISTANT/
ECF CASE ADMINISTRATOR
CL 25-26**

Posted: May 18, 2008
Closes: June 2, 2008
Location: 537 Congress Street, Portland, Maine
Starting Salary Range: CL 25 (\$36,022 - \$45,040 per annum)

Typical starting salary will be at the CL 25 level (\$36,022 - \$45,040). Applicants with extensive bankruptcy experience and knowledge may start at the CL 26 level (\$39,658 - \$64,513). Starting salary level depends entirely upon qualifications and eligibility. (To qualify at the highest level you must meet all criteria in years of general and specialized experience.)

This position has promotion potential to a CL 26 (\$39,658 – \$64,513 per annum)

40-hour work week

Position Summary

This position is located in the Bankruptcy Clerk's Office in Portland, Maine. It is a dual-role position: administrative assistant to the court unit executives (Clerk and Chief Deputy) and case administrator. The duties include traditional administrative support services as well as case administration duties such as docketing, quality control of case filings, and telephone and counter support for debtors, creditors, and members of the bar.

Representative Duties

ADMINISTRATIVE ASSISTANT

Prepares executive correspondence, legal documents, and other materials, from dictation, rough copy, or own notes, for the court unit executive's and/or chief deputy's review and signature. Edits materials prepared by others for the court unit executive's and/or chief deputy's signature for accuracy, proper grammar, and spelling.

Receives, screens, and routes mail to appropriate persons or offices.

Receives, prioritizes, and routes all incoming administrative and case-related materials from within the court to appropriate individuals in the office. Maintains correspondence control records, as well as general file set-up and maintenance.

Acts as secretariat for meetings, attending to needs of participants, preparing materials, keeping notes of proceedings, and writing and distributing minutes.

Arranges for the most economical travel and lodging for the court unit executive and professional staff. Prepares travel payment vouchers in accordance with existing policies and regulations. May also be assigned, and be responsible for certain administrative functions of the Clerk's Office (e.g., travel program, property/inventory control, etc.).

Other administrative support duties as assigned.

ECF CASE ADMINISTRATOR

Opens and images cases upon receipt of initiating documents.

Reviews initial documents to ascertain time frames and set hearing dates in accordance with established court procedures. Checks dates against judges' schedule and advises courtroom deputy of any conflicts.

Makes summary entries of all documents and proceedings on the docket and images documents that are filed in hard copy.

Manages cases to ensure timely progression. Ensures that all automated entries are appropriately linked. When delays are noted, takes appropriate action such as scheduling a status conference and/or notifying appropriate court officials.

Performs data quality review of case filings and docket entries created electronically by the public and works with the public to correct errors. Performs data quality review of docket entries made by other team members.

Serves as a help desk resource for the public on electronic case filing and procedural questions.

Answers inquiries on case status.

Prepares and processes notices for mailing.

Maintains the matrix mailing system which includes addresses and nature of addressee, i.e., creditors, attorney or others.

Prepares and maintains the claims register.

Prepares form judgments and orders for signature including discharge of debtor. Informs parties when a judgment or appealable order is entered on the docket.

Prepares cases for closing by examining files to ensure that all necessary orders were entered and proceedings completed and reviewing case files and dockets for accuracy and completeness.

Works as a member of the Operations Team participating with team members on decisions such as work distribution, leave approval, and operational processes and procedures.

Participates on committees and special project teams with other teams and managers of the Clerk's Office as required.

QUALIFICATIONS

Required:

Two years of specialized experience (see definition below), including at least one year equivalent to work at the CL 24 level.

Education: High School Diploma or equivalent.

A positive customer service orientation is a must. Must be a flexible team participant who is dependable, detail-oriented and able to work in a multi-task, fast paced environment. Qualified applicants will have progressively responsible clerical experience, computer skills, excellent communication and interpersonal skills and the ability to analyze information in order to process a case from inception to closure.

Court Preferred:

Prior court/legal/bankruptcy experience is preferred.

Education above the high school level from an accredited institution may be considered and is preferred.

Excellent written and oral communication skills.

Knowledge and skill in the use of Microsoft Office Suite, Lotus Notes and database applications.

Specialized Experience:

Operational and Administrative Court Support - Progressively responsible clerical or administrative experience requiring the regular and recurring application of clerical procedures involving the routine use of keyboard skills and use of specialized terminology, and demonstrated ability to apply a body of rules, regulations, directives, or laws. Such experience is commonly encountered in law firms, legal counsel offices, banking and credit firms, educational institutions, social service organizations, insurance companies, real estate and title offices, and corporate headquarters or personnel/payroll operations.

Educational Substitutions:

Education may not be substituted for specialized experience because the court support positions require hands-on experience to be credited as specialized experience.

Procedures For Applying

To be assured consideration, please submit a cover letter, resume, and completed **Judicial Application Form AO 78** (located at www.meb.uscourts.gov) to: David LePauloue, Chief Deputy; by mail at “United States Bankruptcy Court, 537 Congress Street, Portland, Maine 04101,” or electronically at “david_lepauloue@meb.uscourts.gov” by the close of business on **June 2, 2008**. **Incomplete submissions may not be considered.**

BENEFITS

Employees of the United States Bankruptcy Court ARE NOT included in the Government’s Civil Service classification. They are, however, entitled to the same benefits as other federal government employees. Some of the available benefits are:

- Participation in the federal health, dental, and vision programs.
- Participation in the Federal Employees Retirement System.
- Participation in the Thrift Savings Plan (similar to a 401K).
- Participation in a group life insurance program.
- Participation in a group long-term disability insurance program.
- Participation in a long-term care insurance program.
- Participation in a flexible spending account for medical and/or dependent care expenses on a pre-tax basis.
- Time in service for employees of other federal agencies, as well as time for those with prior military service, will be taken into consideration when computing leave accrual and retirement benefits.

Local benefits include tuition reimbursement and paid parking (subject to the availability of funds).

An Equal Opportunity Employer

All applicants must be a U.S. citizen or be eligible to work in the United States.

*All appointments subject to FBI Fingerprint Background Check;
with periodic reinvestigation, if applicable.*

Retention depends upon a favorable suitability determination.

All appointments also subject to mandatory electronic funds transfer.